

Forest Certification Work Instruction
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**Work Instruction Title:** 7.1 Timber Sale Preparation and Administration Procedures**Work Area Group:** 7 - Integrated Implementation and Contracting

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**Purpose:** To provide direction to field staff on preparing timber for sale and on administration of timber sale contracts.

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**Work Instruction:****I. Timber Sale Preparation**

**Pre-sale Checklist:** Complete the Pre-sale Checklist which will indicate the sale conditions to include in the Timber Sale contract. Ensure timber sale specifications match OI prescriptions.

**II. Timber Sale Contract Inspection Process**

Use the following guidelines to record timber sale inspections including the initial on-site meeting, ongoing site inspections and to complete the final Timber Sale Contract – Field Inspection Report.

1. Conduct a pre-sale meeting with the stumpage purchaser and/or logging crew.
  - a) Review the provisions of the contract and discuss any special features that require care or attention.
  - b) At the pre-sale meeting record the following in the Remarks section of the initial Timber Sale Contract - Field Inspection Report (R-4050):
    - i) Harvesting crew name
    - ii) Name of SFE trained foreman
    - iii) Sustainable Forest Education (SFE) training completion dates for SFE trained foreman
      - (1) Date of completion of core training
      - (2) Annual refresher training up to date for the previous year?
2. During each inspection visit, record observations and non-compliances using form R-4050. If conditions observed on the sale are not in compliance with the contract or if any unacceptable conditions are observed, note these and discuss them with the purchaser.
3. At a minimum fill out a Timber Sale Contract - Field Inspection Report (R-4050) when each payment unit is complete based on the accumulated notes recorded during previous inspections. A final Inspection report will be completed when the sale is completed or closed and attached to the Timber Sale Completion Report.
4. Additional instructions for evaluating some of the items on the Timber Sale Contract - Field Inspection Report follow:
  - a) **BMP's.** The following items on the Timber Sale Inspection Form (R-4050) relate to BMP's. Follow the guidelines in the BMP manual (MDNR, 1994) when evaluating these features as follows:
    - i) Landings. Be sure they are located away from streams and other water bodies. Fueling, maintenance and repair should only be conducted on properly located landings except in emergencies.

- ii) Cleanup of Area. Check to be sure that any spills have been cleaned up according to the requirements of the General Sale Condition 5.6.1. Additionally the site should be kept clean of trash generated by the harvest operations.
- iii) Soil Protection. Check to be sure that operations affecting soil erosion, compaction and rutting are in compliance with contract specifications.
- iv) Road construction, Road Maintenance, Location of Skid Trails and Roads. These three items on the form should be used to check that road construction, road maintenance and the location of roads and skid trails, including road closures, are in compliance with contract specs and the BMP manual. Careful attention should be given to these features to assure that they are not causing negative site impacts such as rutting, erosion or runoff into streams, lakes and ponds.
- v) BMP Applications. This is a general BMP category to consider anything related to BMP's that has not specifically been addressed in the previous items. Restricting operations in RMZ's, and avoiding vernal pools are some examples of issues that should be checked here.

b) **Safety.** DNR encourages safe working conditions and safety training for contractors and stumpage purchasers within the scope of our legal responsibility and authority. The following personal protective equipment (PPE) checklist, and the Training Requirements for Loggers (section c), apply to timber sale contracts only. Recommendations for small receipt permits for timber removal and firewood permits are covered under information circulars.

- i) Logger safety. Stumpage purchasers are required by contract to abide by all safety laws including MIOSHA safety standards. The following PPE table, consistent with MIOSHA standards, will be monitored on all open timber sale contracts. The table, in conjunction with the explanations that follow, are to be used to assess worker safety on each timber sale.

<b>Personal Protective Equipment Checklist</b>							
<b>Activity</b>	<b>Leg Protection</b>	<b>Hard Hat</b>	<b>Safety Boots/Shoes</b>	<b>Eye Protection</b>	<b>Face Screen</b>	<b>Hearing Protection</b>	<b>Gloves</b>
Chainsaw operator	X	X	X		X*	X	
Logging or road construction equipment operator		X	X	X		X	
Truck driver**		X	X	X		X	
Landing worker (repair person, deck attendant)	If using chainsaw	X	X	X		X	As needed
Supervisor		X	X	X		As needed	
DNR staff	If using chainsaw	X	X	X		As needed	As needed

\* When the Face Screen is used, no other eye protection is required.

\*\* When outside the truck on the logging job.

- (1) **HARD HAT.** Approved hard hats shall be worn by all persons present on the logging operation including log truck drivers and anyone on or near the woods or landing areas. Hard hats are not required while operators are within an enclosed cab that meets MIOSHA standards for rollover protections and brush guards.
- (2) **EYE PROTECTION**
  - Safety glasses, face shields, or goggles shall be worn by all workers involved in activities where wood chips, sawdust, flying particles, foreign objects (twigs, limbs, branches) may injure, puncture, scratch, or damage workers' eyes.
  - Eye protection for equipment operators where cab protection or a windshield is not adequate.
- (3) **HEARING PROTECTION.** Hearing protection shall be worn by all workers operating chainsaws or woods equipment. All workers in the immediate area of any mechanized equipment shall use hearing protection.

- (4) **SAFETY FOOTWEAR.** Workers shall wear foot protection, such as\* heavy-duty logging boots, which are waterproof or water-repellent and which cover and provide support to the ankle. Workers shall wear protective footwear when working in areas where an employee's feet are exposed to a danger of foot injuries due to falling or rolling objects or a danger of objects piercing the sole of the shoe. Workers who operate a chain saw must wear foot protection that is constructed with cut-resistant material that will protect the employee's foot against contact with a running chain saw.

\*The "such as" means including but not limited to.

- (5) **CHAINSAW SAFETY EQUIPMENT.** Workers who use chainsaws must wear leg protection made of cut-resistant material, such as ballistic nylon.

- (6) **HAND PROTECTION.** An employee on a logging operation who is working with a wire rope or sharp object that may cause an injury to the hand shall wear gloves of a suitable type. The gloves shall provide adequate protection from puncture wounds, cuts, and laceration.

- ii) **Administration of safety.** Personal protective equipment must be properly used by all personnel, including DNR staff on State timber sales with open contracts. (Note: Law Enforcement Division Conservation Officers are exempted and will follow their own special safety requirements). If improper use of PPE by one or more contract employees is observed, the following steps will be taken. Multiple observations of improper PPE use on one inspection visit will be counted as one violation.
- (1) If unsafe practices are observed and not immediately remedied, all operations on the contract are to be suspended until the unsafe practice is resolved. The unsafe practice must be noted on a Timber Sale Inspection form (R-4050). The forest management unit tracks violations on each contract.
  - (2) If unsafe practices are observed during 7 separate field visits on a single contract, the contract will be terminated. Contact the Timber Sales Specialist regarding the process to terminate a contract. The Timber Sales Specialist will also track contract terminations.
  - (3) If 4 or more contracts under the same purchaser are terminated for unsafe practices within a 12 month period, the purchaser will be placed on the no-bid list for one year.
- iii) **Referrals to MISOHA.** MIOSHA is interested in receiving referrals when a contractor with one or more employees has health or safety hazards that are violations of MIOSHA rules and the contractor will not voluntarily address the issue(s). When a hazard is identified and corrected, there is no need to refer to MIOSHA. MIOSHA is also interested in receiving referrals when a serious accident, such as an amputation or severe laceration occurs. The Timber Sale Specialist will submit all referrals.

**c) Training requirements for loggers.** Stumpage purchasers, their employees, their contractors, and their subcontractors shall have adequate training, sufficient for their roles and responsibilities. Purchasers are required to have their State timber sales closely supervised by staff that have a current certificate of completion of Michigan Sustainable Forestry Education (SFE) or Wisconsin Forest Industry Safety and Training Alliance (FISTA) training. The current status of training – signified by a certificate - will be verified at the pre-sale meeting with the sale administrator, documented on the Timber Sale Inspection form, and checked periodically utilizing the sources listed below (see also Monitoring section of this work instruction). "Closely supervised" means "overseen with adequate knowledge of the concerns and current status of an operation to be able to provide immediate control over any process that may threaten compliance with BMPs and other contract terms".

Timber sales sold to other State of Michigan agencies is exempt from the requirement for SFE trained supervision. In those cases, DNR professional foresters will provide the supervision as defined above.

Logger Training Requirements	
SFI Training Standard	Contacts
Michigan - Certificate of Completion for SFE training	<ul style="list-style-type: none"> <li>UP SFE core training database: <a href="http://web1.msue.msu.edu/dickinson/SFE.xls">http://web1.msue.msu.edu/dickinson/SFE.xls</a></li> <li>For LP SFE training records contact, Julie Harwood, 866-339-1587.</li> </ul>
Wisconsin - Certificate of Completion for Qualified Logging or Resource Professional training	For FISTA training records contact Amy Marquardt, 800-551-2656.

d) **Aesthetic Considerations** that were noted in the Pre-sale Checklist and/or specified in the contract should be evaluated for compliance.

e) **Fire Prevention.** Operations relating to contract provisions that apply restrictions for the purpose of reducing fire risks should be evaluated.

f) **Wildlife Considerations.** Evaluate any stand level habitat (snags, coarse woody debris, mast tree, conifer retention, threatened or endangered species, or ecologically unique feature) provisions of the contract. These are also noted in the Pre-sale Checklist.

5. The Remarks section should also be used to evaluate compliance for anything else that is specified in the contract and not directly addressed in the items above. Examples would be historical or geologically unique features, tribal resources or forest health risks.

6. Copies of inspection forms for completed contracts are to be filed with the Timber Sale Contract in the Unit office.

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**Scope:** (All State Forest Land and Affected Divisions): ☒ State Forest Land    ☐ Other: \_\_\_\_\_  
☒ DNR – FMFM    ☒ DNR – Wildlife    ☒ DNR – Fish    ☒ DNR – Law

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**Responsibility and Role:** (Staff who will implement or supervise this instruction)

Job Title/Division	Role
Foresters, Forest Technicians / FMFM	Complete Pre-sale checklist and Timber Sale Inspection Form. Follow-up with purchaser to correct non-conformances. Supervise timber sale operations on sales sold to other State of Michigan agencies (see sec II, 4, c, Training requirements for loggers).
Timber Sale Administrator	Responsible for inspection of timber sales and documentation of observations. Comply with work instruction. Follow up with purchaser to correct non-conformances as needed.
Unit Manager / FMFM	Responsible for overseeing use of forms and compliance to work instruction. Review inspection reports for accuracy and completeness. Follow up with purchaser to correct non-conformances as needed. Ensure timber sale specifications match OI prescriptions.
Wildlife Biologists and Technicians / WLD	Report non-conformances or other issues to unit manager.
Fisheries Biologists and Technicians / FSHD	Report non-conformances or other issues to unit manager.
Conservation officers / LED	Enforce state law and address violations.

Job Title/Division	Role
Timber Sales Program Leader / FMFM	Responsible for monitoring to determine the number and frequency of safety offenses and insuring that proper administrative actions are taken.

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**Training/Skills:** (Those required to accomplish work instruction)

Item	Brief Description of Skill or Course	Exists / New
Timber sale administration	Timber Sale Administration FMFM Training Course	<input checked="" type="checkbox"/> E <input type="checkbox"/> N

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**References:**

- Policy 251, March 2000, Sales and Removal of Timber
  - Michigan DNR, 1994. Water Quality Management Practices on Forest Land. (BMP manual)
  - MIOSHA STD-1135, Dept of Labor, General Industry Standards, Part 51. Logging, as amended 6/17/1996
  - MIOSHA STD-1126, Dept of Labor, General Industry Standards, Part 33. Personal Protective Equipment, as amended 5/14/1997
  - MIOSHA notification web address: [http://www.michigan.gov/cis/0,1607,7-154-11407\\_30453-93835--,00.html](http://www.michigan.gov/cis/0,1607,7-154-11407_30453-93835--,00.html)
  - Sustainable Forestry Education: <http://wildfire.for.msu.edu/extension/sfe.htm>
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**Monitoring:**

- Unit managers perform QA/QC function, Inspection forms (R-4050), Timber sale completion reports
  - UP SFE core training database: <http://web1.msue.msu.edu/dickinson/SFE.xls>
  - UP SFE continuing Education database, 2004: <http://web1.msue.msu.edu/dickinson/Individuals-ContinuingEducation.xls>
  - UP SFE continuing Education database, 2005: [web1.msue.msu.edu/crawford/sfehours.htm](http://web1.msue.msu.edu/crawford/sfehours.htm)
  - LP SFE training data contact, Julie Harwood, 866-339-1587
  - FISTA training records contact Amy Marquardt, 800-551-2656.
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**Records:**

- Timber sale inspection form, timber sale contract, VMS Customers database
  - Pre-sale Checklist (new),
  - Timber Sale Inspection Form (R-4050)
  - Timber Sale Completion Report (Division Timber Sale Computer Program)
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